



**Solicitation Information
March 20, 2018**

RFP# 7592576

TITLE: Biennial Employment and Training Plan for the State of Rhode Island

Submission Deadline: April 18, 2018 at 11:30 AM (ET)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, April 2, 2018 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: No

PAYMENT AND PERFORMANCE BOND REQUIRED: No

**GAIL WALSH
CHIEF BUYER**

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Governor's Workforce Board RI, is soliciting proposals from qualified firms to provide and prepare content for the Biennial Employment & Training Plan for the State of Rhode Island (FY2020-FY2021), through stakeholder convening, data collection and analysis, and facilitation of the Governor's Workforce Board Retreat in accordance with the terms of this Request for Proposals ("RFP") and the State's General Conditions of Purchase, which may be obtained at the Division of Purchases' website at www.purchasing.ri.gov.

The initial contract period will begin approximately May 1, 2018 and end on March 1, 2019.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment->

[utilization-report-form.xlsx](#)) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov.

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

The **Governor’s Workforce Board** (GWB) is soliciting proposals from qualified bidders to convene stakeholders, collect and analyze data, and assist in the development of the Workforce Plan for the State of Rhode Island (FY2020-FY2021). This plan must be submitted to the Governor and the General Assembly before February 15, 2019.

The GWB was established by Executive Order on September 22, 2005 and consists of 23 members representing business, labor, education, community, and government. The GWB is the primary policy-making body on workforce development matters for the State of Rhode Island, and has statutory responsibility and authority to plan, coordinate, fund, and evaluate workforce

development activities in the State. The GWB is also responsible for administering the Job Development Fund -- a state fund financed by an assessment on employer contributions into the RI Employment Security Fund -- to support education and training programs that increase the skills of the RI workers and address the workforce needs of RI businesses.

The Workforce Plan for the **State of Rhode Island** is required by RIGL 42-102-9, which provides that:

- The plan shall outline goals and objectives of the coordinated programs system, major priorities needed for the next two-year period, and policies and requirements necessary to meet those priorities. The council shall provide a funding plan necessary to achieve system priorities and to serve the anticipated number of participants and shall identify the general revenue funds necessary to meet program needs, considering anticipated federal, private and other sources of funds.
- The plan shall incorporate the annual Unified Workforce Development Expenditure and Program Report in those years in which both reports are due.
- The analysis shall include, but not be limited to, an examination of the populations being served across the different employment and training and adult education programs across the state, the number of participants being served by these programs, the type of services provided and the eligibility requirements of each of these programs.
- The analysis shall also identify the funding sources (all sources) used in these programs, the service providers within the state, as well as the range of services provided.
- The analysis shall also examine the employer role in workforce development activities, including, but not limited to, how employer needs are assessed, benefits employers receive for partnering with workforce development organizations, and the role employers play in development and training.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The GWB is required by statute to develop a Workforce Plan for the state that evaluates impact to date, outlines the needs of employers and workers, and establishes goals and objectives for the workforce development system for FY2020-2021. The Plan shall be informed by the Governor and will identify workforce priorities for the next two (2) fiscal years, as well as the policies and action steps necessary to achieve those priorities.

Specific Activities/Tasks

1. Economic and Workforce Program Analysis:

The economic analysis should account for no more than 30% of the Biennial Plan

Recommended questions to analyze RI and regional economic landscape:

- What is the impact/role of workforce development on the economy?
- What is the current condition of the economy relative to the workforce?
- How does our current strategy respond to and relate to the current economic conditions?
- What is the return on investments that result from that strategy?
- What is Rhode Island's competitive placement relative to the region?

Recommended strategies to analyze workforce system:

- Identify and assess current workforce development services, expenditures, and outcomes in Rhode Island, with a focus on flagship programs implemented in response to the FY18-19 Biennial Plan priorities, including but not limited to:
 - Real Jobs RI
 - Real Pathways
 - Non-Trade Apprenticeships
 - Real Skills
 - Work Immersion
 - Incumbent Worker Training
 - Higher Education
 - Federal WIOA programs
 - Local Workforce Investment Board (LWIB) programs
 - K-12 system
 - Adult Education
- Analysis of workforce outcomes and investments to identify areas of strength, improvement, opportunity, and gaps
- Current and projected workforce needs of Rhode Island employers, and related trends;
- Industry impact, saturation, and return on investment of sector-driven work
- Education, training, and skill levels of Rhode Island workers, and related trends;
- Education, training, and skill gaps between the needs of Rhode Island employers and workers; and
- Analysis of current workforce integration methods and gaps in workforce development services
- Referring to the programs listed above:
 - Provide an analysis of their role (in terms of program intent and design, population served, and performance) within the comprehensive workforce development network
 - Identify how successful or unsuccessful each program is connected and integrated with other programs in terms of administration, programming, and policy.
 - As it relates to WIOA programming, the analysis should include specific federal regulatory and legal citations that may enable, or prevent, such connection and integration, as well as recommendations for how best to respond to such opportunities or challenges.

2. Planning and Recommendations:

Finally, the plan should offer planning and recommendations based on programmatic successes, analyzing the policy actors, policy action, and policy outcomes:

- Progress report and evaluation of the priorities and action steps identified in the [FY2018-2019 Biennial Employment & Training Plan](#);

- Recommendation of priorities and action steps needed to address skills gaps and enhance workforce development services in Fiscal Years 2020-2021;
- Provide recommendations on scaling sector-driven work (including Real Jobs RI and scaling career pathways programs (including Real Pathways and Real Skills));
- Develop and recommend statewide workforce goals (informed by, but not exclusive to WIOA) to measure success of FY20-21 plan;
- Provide detailed plan of how to implement recommendations including changes in funding;
- Identify agencies and key stakeholders that should assume a role for the action steps to

3. Facilitation of the GWB Retreat

Additionally, the vendor will be asked to assist in the facilitation of the 2018 GWB Board Retreat tentatively scheduled for October 2018 to review and formalize plan recommendations with GWB Board members and other workforce stakeholders.

4. Recommended Methodology

- Individual and/or small group meetings with key stakeholders in the Governor’s Office, Department of Labor and Training, Department of Education, Office of Postsecondary Commissioner, and interviews with Real Jobs RI Partnerships and other major employer/industry partners, Real Pathways Partnerships and other major education/training providers.
- In-depth conversations with Governor’s Workforce Board members and staff
- Collection and analysis of relevant data and trends (including labor market information, program data/performance economic data, workforce demand, supply, services, etc.)
- Literature review, including state plans and reports, labor market information, skills gap studies, and state and national best practices.
- Qualitative and quantitative review and progress on FY2016-17 Biennial Plan Action Steps.
- Draft FY2020-21 Biennial Plan Priorities, Recommendations, and Action Steps.

5. Deliverables

Proposer will be expected to work closely with, and under the direction of, the Executive Director of the Governor’s Workforce Board. The proposer is to provide a proposed project management plan and timeline to include the following required tasks:

1. Convene and facilitate meetings of individual and stakeholder group
2. Convene and facilitate subcommittee meetings
3. Identify data needs and sources
4. Collect and analyze workforce data
5. Conduct review of relevant workforce and economic development plans and reports.
6. Write analysis of economic impact of workforce investments and programs, evaluate employer demand, workforce supply, workforce services and gaps
7. Draft recommendations, priorities and action steps for FY20-21 Biennial Plan.
8. Review and finalize recommendations with key stakeholders and GWB Board.
9. Facilitate GWB Board Retreat between September and November 2018.

10. Develop final FY20-21 Biennial Plan, including Executive Summary, narrative, relative charts and graphs, citations, appendices, and accompanying slide and poster board presentations

The following resources may be of assistance in preparing a response to this RFP:

[GWB Biennial Employment & Training Plan \(FY2018-2019\)](#)
[GWB Biennial Employment & Training Plan \(FY2016-2017\)](#)
[FY2016 Unified Workforce Development Expenditure & Program Report \(UEP\)](#)
[Department of Labor & Training Labor Market Information](#)
[Rhode Island Innovates: A Competitive Strategy for the Ocean State \(Brookings Institute\)](#)
[RI WIOA State Plan 2016](#)

Other state plan examples and resources:

[Virginia Workforce Strategic Plan 2015-2017](#)
[Florida Strategic Plan for Economic Development](#)
[California Community Colleges Economic and Workforce Development Report 2017](#)

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

This proposal narrative should not exceed **15 pages**, 1½ spaced text, in Arial font size 11 with 1” margins on all sides. This page limit includes the cover letter, background, experience, team members, methodology, analysis, and timeline. It does not include the resumes, references, cost proposal, certifications, or other attachments.

The following should be included in your response:

1. **Cover letter.** The proposer shall furnish a cover letter to introduce the firm or individual, its qualifications, and a general overview of the proposal.
2. **Background.** The firm or individual’s name and address, including contact information for the primary point of contact for the project. Please include a brief history, size and scope of the firm, current projects, resources, number of employees, and focus of services.
3. **Experience.** A description and/or examples of the applicant’s relevant experience in all aspects of developing plans and reports related to workforce development. Include a description of the applicant’s experience with facilitation of meetings and processes involving multiple stakeholders; data collection and analysis; production of charts, graphs, and narrative content.
4. **Team Members.** A list of Individual team members who will be assigned and directly involved on this project, their anticipated role, percent of time

dedicated to the project, qualifications, and their experience on similar projects. Provide resumes/CV and describe qualifications and relevant experience of key staff who will be involved in this project.

5. **References.** Provide three (3) client references from previous work including organization name, name of contact, phone number, email address, description of services provided, term of service, result, and any other relevant information. References should be able to speak to your ability to effectively produce workforce development-related plans and reports on time and within budget. GWB is especially interested in references that can attest to the proposer's ability and performance in similar work with similar types of organizations and timelines.
6. **Methodology.** Provide a description of the overall methodology, including but not limited to recommended methodology outlined in Section 3. Include a high-level description of how the work will be executed (process, deliverables, etc.) Describe the likely challenges in this project and how they will be overcome.
7. **Timeline.** Provide a detailed timeline for the project, including an outline of the process, interim deliverables, and estimated completion date for the project.
8. **Work Plan.** Using the outlined Scope of Work in section 3, provide a detailed work plan for the project, including a description of how each deliverable will be approached and accomplished.

Deliverables:

- Convene and facilitate meetings of individual and stakeholder group
 - Convene and facilitate subcommittee meetings
 - Identify data needs and sources
 - Collect and analyze workforce data
 - Conduct review of relevant workforce and economic development plans and reports.
 - Write analysis of economic impact of workforce investments and programs, evaluate employer demand, workforce supply, workforce services and gaps
 - Draft recommendations, priorities and action steps for FY20-21 Biennial Plan.
 - Review and finalize recommendations with key stakeholders and GWB Board.
 - Facilitate GWB Board Retreat between September and November 2018.
 - Develop final FY20-21 Biennial Plan, including Executive Summary, narrative, relative charts and graphs, citations, appendices, and accompanying slide and poster board presentations
9. **Analysis.** Provide a concise evaluation of the FY18-19 Biennial Plan, including strengths and weaknesses. Describe how the FY20-21 Biennial Plan could build and improve upon the FY18-19 Biennial Plan.
 10. **Additional Information.** The proposer may list any additional information or data not requested as part of this document quote for services, which the proposer believes should be considered in the evaluation of the response.

11. **Ethics.** GWB and its Board of Directors and staff are committed to maintaining the highest standard of ethics in the awarding of contracts. In accordance, therewith GWB requires that the Proposer certify the following:

“Neither the Proposer nor any officer, employee, agent, representative or affiliate of the Proposer has given or offered or shall give or offer to any Board Member, employee, or representative of GWB or to any family member of the foregoing, or to any business by which any of the foregoing persons are employed, or to any official of the State of Rhode Island who is subject to the State Code of Ethics, any gift, loan, political contribution, reward, or promise of future employment based on any understanding or expectation that the vote, official action, or judgment of the person would be influenced thereby, and, that no officer, employee, agent, representative, or affiliate of the Proposer shall have any direct or indirect non-incidental contact with any member of the board of directors of GWB during any period of time after commencement of the procurement process and prior to GWB’s award of the Contract, except at a public meeting of the Board of Directors of GWB or at a meeting of a subcommittee of the Board of Directors.”

Any contact direct or indirect contact at a public meeting or subcommittee meeting of GWB shall not concern procurement. Any violation of the foregoing shall result in immediate disqualification of the Proposer.

12. **Period of Validity.** Each Proposer's Proposal must include a statement as to the period during which the provisions of its proposal will remain valid. A minimum of 90 days from the Closing Date for Receipt of Proposals is required.

B. Cost Proposal

Detailed Budget and Budget Narrative:

Include a schedule and explanation of fees and costs related to the project (using the template provided in Appendix B), with a detailed, itemized budget breakout identifying the total cost of project.

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 50 (83.3%) out of a maximum of 60 points to advance to the demonstration/interview phase. Any technical proposals scoring less than 50 points shall not advance to the demonstration/interview and shall

not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

The Technical proposal and Demonstration/Interview must receive a combined minimum score of 62 (88.5%) out of a maximum of 70 points to advance to the Cost Proposal and ISBE proposal evaluation stage. Technical Proposal and Demonstration/Interview scoring less than 62 points shall not advance to the cost proposal evaluation and the proposal shall be dropped from further consideration.

Technical Proposal and Demonstration/Interview scoring a combined total of 62 points or higher shall be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Criteria	Possible Points
Proposer Qualifications and Relevant Experience (description of proposer, resumes, references, examples of prior work <i>Section 4.A Technical Proposal Requirements #1-5</i>)	15 Points
Quality of Proposed Methodology and Timeline <i>Section 4.A Technical Proposal Requirements #6-7</i>	20 Points
Work Plan and analysis, evaluation, and opportunities for improvements <i>Section 4.A Technical Proposal Requirements #8-10</i>	25 Points
Total Possible Technical Points	60 Points
Demonstration/Interview	10 Points
Total Possible Technical & Demonstration/Interview Points	70 points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

*Cost Proposal Evaluation:

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

**ISBE Participation Evaluation:

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}$$

$$\times \text{Maximum ISBE participation points})$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7592576** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - This proposal narrative should not exceed **15 pages**, 1½ spaced text, in Arial font size 11 with 1" margins on all sides. This page limit includes the cover letter, background, experience, team members, methodology, analysis, and timeline. It does not include the resumes, references, cost proposal, certifications, or other attachments.
 - a. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - b. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Include a schedule and explanation of fees and costs related to the project (using the template provided in Appendix B), with a detailed, itemized budget breakout identifying the total cost of project.
 - a. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
 - b. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
- a. Vendor’s name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

- B. Formatting of written documents and printed copies:
- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
 - b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
 - c. The cost proposal shall be typed using the formatting provided on the provided template in Appendix B
 - d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7592576 Biennial Plan – Governor’s Workforce Board**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases

by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:
Bidder's Address:
Point of Contact:
Telephone:
Email:
Solicitation No.:
Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:			
Type of RI Certification:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise		
Address:			
Point of Contact:			
Telephone:			
Email:			
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:			
Total Contract Value (\$):	Subcontract Value (\$):	ISBE Participation Rate (%):	
Anticipated Date of Performance:			

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature	Title	Date
Subcontractor/Supplier Signature	Title	Date